

KTS AFTER SCHOOL CARE (KOHIA KID ZONE)

ASSISTANT MANAGER

Job Description

POSITION:	KTS After School Care Assistant Manager
REPORT TO:	After School Care Programme Manager Principal, Kohia Terrace School
SCOPE OF JOB:	To support the delivery of the Kohia Kid Zone (KKZ) programme in accordance with its vision, philosophy, and code of conduct within the policy and procedures/Ministry of Social Development (MSD) requirements and those of Auckland Council.
FUNCTIONAL CONTACTS:	Programme Manager, Principal/BOT representative, and office staff at Kohia Terrace School, KKZ children and parents

All staff are expected to ensure that children have a positive experience in the out-of-school programme and that their families are comfortable and satisfied with the care they are receiving.

KEY TASKS	PERFORMANCE MEASURES
Professional Conduct	
<ol style="list-style-type: none"> 1. Be a role model in everything you do and say in line with the Kohia Kids Zone philosophy, values and the KTS code of conduct. 2. Arrive on time, dress appropriately, be reliable and maintain a professional manner. 	<ul style="list-style-type: none"> ● Your personal conduct is to be professional, courteous and respectful of children, parents and other staff. ● Contribute positively to the team e.g. encourage and support staff; contribute positively to team meetings.
Supervision and Safety	
<ol style="list-style-type: none"> 3. ENROLMY - Ensure all students, who are enrolled, are in attendance and then checked out as they are collected Follow KKZ processes for any attendance anomalies. 4. Ensure children are safe and well supervised at ALL TIMES and take appropriate steps to maintain safety during an emergency or unexpected incident. 5. Ensure that all hazards, incidents, and accidents are reported to Manager or Principal and that reporting procedures are followed correctly 	<ul style="list-style-type: none"> ● Ensure you know where all students are at any given time ● Ensure all students under KKZ care are easily identified i.e. Wearing KKZ caps ● Ensure risk assessment processes are followed ● Contribute positively and constructively in staff meetings / planning sessions as and when required ● Maintain a thorough knowledge of Enrolmy as appropriate to daily operations


<ol style="list-style-type: none"> 6. Ensure knowledge of, and attention to all safety practices and guidelines as outlined in the KKZ manual 7. Ensure attention to all food preparation requirements <ol style="list-style-type: none"> a. Training records b. Food delivery temperature tracking c. Fridge temp tracking d. Food preparation areas e. Cleanliness 	
Communication and Relationships	
<ol style="list-style-type: none"> 8. Help encourage children to develop positive relationships with other children and staff. 9. Be approachable and friendly with students, staff and parents, at all times 10. Communicate with parents in a friendly, professional and courteous manner. 	<ul style="list-style-type: none"> ● Show a positive and encouraging attitude with children and be courteous and friendly with parents. ● Use appropriate communication to guide and direct children's behaviour when reinforcing rules and resolving conflict.
Programming/Activities	
<ol style="list-style-type: none"> 11. Actively assist and encourage children as they participate in activities. 12. Direct staff to support as and when required 13. Ensure child safety and welfare at all times in the programmes. 14. Ensure the quality of the delivered activities & programme 	<ul style="list-style-type: none"> ● Support students in their engagement of the programme activities and programmes by: <ul style="list-style-type: none"> ○ Working with them ○ Extending skills ○ Encouraging teamwork
Other Programme Duties	
<ol style="list-style-type: none"> 15. Undertake the main leadership role when the manager is not in attendance 16. Carry out other programme duties, as detailed in the roster, to ensure the smooth running of the programme. 17. Maintain the programme venue <ol style="list-style-type: none"> a. assist with transportation and movement of children b. direct children to tidy up after activities and daily clean up and packing away. c. Ensure all KKZ resources are well cared for and maintained 	<ul style="list-style-type: none"> ● Follow food handling guidelines ● Be aware of, and attend to any medical conditions and allergies, in relation to food. ● Maintain a tidy space and encourage children to take responsibility for keeping the programme space tidy

Hours of Work

TERM time (40 weeks):

During the term, the hours are a maximum of 16.15 hours/week for 40 weeks.





The programme runs from 3pm – 6pm daily (except public holidays). You are required from 2.45pm-6pm on the days agreed. .

NB: parents may be late picking up, so it could be after 6,.00

NB: you will need to start earlier if running the programme

NB: you also need to be available for staff and manager meetings

SCHOOL HOLIDAYS (4 x 2 weeks+):

During the school holiday programme and “teacher-only” days, the programme hours could be 8.00am to 5.30pm, of which you are required to work up to 7 hours. This will be agreed.

Right to Work

All staff must be either New Zealand citizens or have the right to live and work in New Zealand.

Age

The Programme is required to follow the MSD OSCAR Standards on age of staff:

“No person under the age of 16 is to be included in the staff/child ratio as a staff member.”

“An overall manager or site supervisor who is over 20 years of age”

If you are successful you are required to provide your date of birth for police vetting purposes (see below).

Police vetting

The Programme is required to follow the MSD OSCAR Standards on staff vetting:

“The programme does not employ any person in a paid or voluntary capacity, including those in governance or management positions, which has a conviction for sexual crimes or for any offence involving the harm or exploitation of children.”

For this reason, there must be a satisfactory outcome to a Police Vet.

Other Information

As part of your programme induction you will be guided through policies that are relevant to this job description.

Name: _____ Signed: _____ Date: _____